



CRIMINAL JUSTICE PROGRAMS DIVISION  
GOVERNOR'S OFFICE OF EMERGENCY SERVICES

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January 12, 2005

TO: Project Directors - RAPE CRISIS PROGRAM  
SUBJECT: Fiscal Year 2005/06 Rape Crisis Program Request for Application (RFA)

Enclosed are instructions and forms for the FY2005/06 Rape Crisis Program RFA.

This RFA is being issued early with the goal of placing grant awards into agreement by July 1, 2005, or upon the signing of the State budget if that occurs after July 1, 2005. To achieve this goal, it is necessary to project grant awards based on FY2004/05 fund source amounts and, as always, grant awards are contingent upon the availability of funds. Should State or federal funds allocated for the FY2005/06 Rape Crisis Program be less than the FY2004/05 amounts, you will be notified and grant awards will need to be modified.

Please Note: Accurate and complete submission of information requested in this RFA will expedite timely processing of your application. Please pay particular attention to:

- *line-item detail* is required for each budget item, along with justification for how the item ties to the objectives and activities of the rape crisis grant;
- *Mathematical calculations* for all line-item expenses; and
- *Original signatures* by designated individuals, in the correct section of the form.

New items and changes in the FY2005/06 Rape Crisis Program RFA are as follows:

- A. The FY2005/06 grant year is a 12-month period from July 1, 2005 - June 30, 2006. A one-time situation occurred last year when 12 months of funds were awarded for a 9-month grant period. As stated last year, the FY2005/06 Rape Crisis Program is for a 12-month grant period.
- B. Rape Prevention funds  
The Department of Health Services has stated their intention to assume full responsibility for the Rape Prevention/Education funds effective July 1, 2005. Therefore, no rape prevention funds are included in the FY2005/06 grant awards. OES' Rape Crisis Program now focuses exclusively on services for sexual assault victims and appropriate related activities, including community and school presentations that 1) inform about services and operations of the rape crisis center, 2) provide basic information about the issue of sexual assault, and 3) serve to identify sexual assault victims in order to provide needed services.

Due to this change, your grant application may contain NO budget items related to rape prevention education or self-defense, such as the following:

- Personnel Services for rape prevention staff salaries, supervision of rape prevention/self-defense staff; development and/or supervision of rape prevention/self-defense activities;
- Operating Expenses related to rape prevention activities (materials, office rental space, meeting space, training space for rape prevention staff and/or activities, etc.); and
- Equipment for rape prevention presentations/classes or for use by staff to support performance of these activities (e.g., computers, desks, self-defense equipment, etc.).

Some expense may be proportionately charged to OES' Rape Crisis Program grant and to another fund source/grant. This would be appropriate if the staff person's job description included provision of direct services to sexual assault victims AND performance of rape prevention activities. In such cases, the line-time calculation must clearly show how the amount charged to the RC grant was determined and there must be a justification for the expense being included in the RC grant budget.

- C. Service Standards for the Operation of Rape Crisis Centers – Rape Prevention requirements  
The *Service Standards* will be reviewed at the January 21, 2005, meeting of the State Advisory Committee on Sexual Assault Victim Services and Prevention Programs (SAC). It is anticipated that the SAC will approve the deletion of references to "rape prevention education and self-defense" from the *Service Standards* including: 1) standards for Rape Prevention Education/Self-Defense program content, and 2) the requirement that such programs be presented by individuals certified as "sexual assault counselors" per Evidence Code 1035.2. The language likely to be deleted is shaded in Attachment B, *Service Standards for the Operations of Rape Crisis Centers*. If the *Service Standards* are revised at the SAC meeting, a copy of the revised version will be sent to each rape crisis center, and revisions will be effective July 1, 2005.
- D. A Budget Narrative is not required for the FY2005/06 RC grant application.
- E. Advances can be issued for 17% of the State funds in your grant award. Federal regulations prohibit paying advances with VOCA and VAWA funds.
- F. Project Summary form: A space has been added for your Crisis Line # (s).
- G. Funding Formula – The Funding Formula (FF) was due to be applied during FY2003/04. However, the December 31, 2003, abolishment of OCJP necessitated a delay because it was not known if OES would require changes to OCJP's previous programmatic practices. The FF application in FY2004/05 was again delayed because the shortened grant year (from 12 months to 9 months) did not allow sufficient time to complete the process. We plan to apply the FF process during FY2005/06 and will provide information and training on this process.
- H. VAWA-funded projects must complete a separate federally required report for January through December of each year. The Program Specialists will provide any needed assistance.
- I. Sexual Assault Training Certification Application and Approval  
The current Sexual Assault Training Certification Application was issued in April 2004. Agendas for Sexual Assault Training classes *conducted after October 1, 2004*, must be certified by OES based on the April 2004 Sexual Assault Training Certification Application. However, this requirement was waived for agencies that conduct dual sexual assault/domestic violence training classes. In those cases, new course agendas must be approved for trainings *conducted after October 1, 2005*. A minimum of 60 days should be allowed for review, modifications and approval by OES.

Applications are due by 5:00 p.m. on **February 15, 2005**. Delivery options are listed on Page 3 of this RFA.

Please direct questions to your Program Specialist or the Sexual Assault Section at (916) 324-9120.

Sincerely,

Linda Bowen, Chief  
Sexual Assault Section

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
CRIMINAL JUSTICE PROGRAMS DIVISION**

**RAPE CRISIS PROGRAM  
REQUEST FOR APPLICATION**



**FEBRUARY 2005**

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
RAPE CRISIS PROGRAM – FY 2005/06  
REQUEST FOR APPLICATION**

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**GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
CRIMINAL JUSTICE PROGRAMS DIVISION**

**RAPE CRISIS PROGRAM  
REQUEST FOR APPLICATION**

**PART I – INFORMATION**

**A. INTRODUCTION**

This Request for Application (RFA) provides all of the information and forms necessary to prepare an application for the Office of Emergency Services (OES) grant funds. The terms and conditions described in this RFA supersede all previous RFAs and any conflicting provisions stated in the *Grant Recipient Handbook*. However, the *Grant Recipient Handbook* provides helpful information you may wish to consult while developing your application. A copy can be obtained from website, [www.oes.ca.gov](http://www.oes.ca.gov). Applicant can select "Plans and Publications, 2004 Recipient Handbook – CJPD" to access the *Grant Recipient Handbook*.

**B. CONTACT INFORMATION**

Questions concerning this RFA, the application process, or programmatic issues should be submitted to your Program Specialist or to the Sexual Assault Section at (916) 324-9120.

**C. APPLICATION DUE DATE**

The application must be delivered to OES **by 5:00 p.m.** on the due date or mail the application postmarked by the due date.

**The Due Date Is: February 15, 2005**

**One original and two copies** of the application must be delivered to OES' Criminal Justice Programs Division by the date and time indicated below. Submission options are:

1. Regular or overnight mail, **postmarked by February 15, 2005**, to:

Governor's Office of Emergency Services  
Criminal Justice Programs Division  
3650 Schriever Avenue  
Mather, CA 95655  
Attn: Rape Crisis Program  
Sexual Assault Section

2. Hand delivered by **5:00 p.m. on February 15, 2005** to:

Governor's Office of Emergency Services  
Criminal Justice Programs Division  
1130 K Street, Suite 300  
Sacramento, CA 95814  
Attn: Rape Crisis Program  
Sexual Assault Section

**NOTE:** OES' Criminal Justice Programs Division is located on the 3<sup>rd</sup> floor of the Bank of America Building, at the corner of 12<sup>th</sup> and K Streets. Street parking is limited and metered. Parking garages are located on the east side of 12<sup>th</sup> Street between K and L Streets, and on the east side of 10<sup>th</sup> Street between K and L Streets. The application will be date and time stamped and a receipt will be provided upon request.

#### **D. ELIGIBILITY**

Only Rape Crisis Program grantees funded in FY 2004/05 are eligible to apply.

Grantees that are Community Based Organizations (CBO) must be active California nonprofit corporations in good standing. The Application Appendix must include a copy of the most recently filed version of **one** of the following forms:

- IRS Form 990; and
- State of California, Franchise Tax Board Form 199; or
- State of California, Board of Charitable Trusts Form CT2.

#### **E. FUNDING CYCLE AND DURATION**

The grant period will begin **July 1, 2005 and end June 30, 2006**. Projects must budget for a **12-month** period. The amount of funding for which applicants may apply is listed on the FY 2004/05 Funding Chart (Attachment A), which shows the type of funds assigned to each project.

Continuation funding is contingent upon the availability of funds and satisfactory performance. Competition for Program funds will occur if one of the following circumstances occur:

- additional funding is received that allows for the establishment of new service areas (e.g., a satellite office or new rape crisis center in densely populated or large geographic areas),
- a currently funded rape crisis project curtails provision of services, or
- a currently funded rape crisis project is de-funded by OES.

#### **F. PROGRAM INFORMATION**

##### **1. Program Guidelines**

The Service Standards for the Operation of Rape Crisis Centers (Attachment B), hereinafter referred to as Service Standards, must be adhered to by all OES funded rape crisis centers. The service components and standards discussed in the Service Standards are central to the operation of rape crisis centers, whose mission is to be responsive to the rights and needs of sexual assault victims. The Service Standards should be reviewed in order to fully understand and prepare an application that is responsive to this RFA.

**2. Source and Use of Funds** - State and federal funds available for FY 2005/06 are as follows:

**a. State Penalty Assessment Funds**

These funds are based on penalties levied against persons convicted of state crimes. The use of these funds is restricted to operation of the 24-hour crisis line, follow-up counseling services, in-person counseling services, accompaniment services, advocacy services, information and referral services, and community education programs. All of these services and programs must be sexual assault specific. State funds may also be used to provide bednight services for sexual assault victims. Reasonable administrative expenses that appropriately support these services are allowable. If a project needs to use OES-State funds to match non-OES grants, they should contact their Program Specialist for assistance in completion of paperwork needed to obtain written approval from OES, as provided in *Grant Recipient Handbook* Section 6522.

**b. Federal Victims of Crime Act (VOCA)**

The VOCA grant program is authorized by the Victims of Crime Act of 1984, as amended, 42 U.S.C. 10601, *et seq.* VOCA authorizes federal financial assistance to states for the purpose of compensating and assisting victims of crime, providing funds for training and technical assistance and assisting victims of federal crimes. The following guidelines apply to VOCA funds:

- Funds may be used for organizational memberships in no more than three national or state criminal justice or victims' organizations per year.
- Funds are restricted to the provision of direct services for crime victims.
- Funds may be used for administrative costs supporting direct client services, e.g. data collection.
- Funds may NOT be used for indirect costs, which must be computed using the rate specified in the Grant Recipient Handbook, Section 2220, and must be paid with other fund sources.
- Funds may NOT support services and activities to incarcerated individuals even when the service pertains to the victimization of that individual.
- The required VOCA match has been calculated for each project and is shown on the Funding Chart (Attachment A). Projects receiving VOCA funds must maintain records that clearly show the source, the amount, and period during which the match was expended.
- Funds may be used for costs related to conducting community and school presentations when the primary purpose of the presentation is to identify crime victims and provide, or refer, victims to needed services (e.g., salaries, materials, brochures and newspaper notices).
- Applicants must use volunteers unless there is a compelling reason to waive this requirement.
- Applicants must not charge crime victims for services under the RCC Program.



- Applicants must help victims apply for compensation benefits. Such assistance may include identifying and notifying crime victims of the availability of compensations, assisting them with application forms and procedures, obtaining necessary documentation, and/or checking on claim status. To that end, applicants must collaborate with their local victim/witness agency, and provide a Memorandum of Understanding (MOU) between the applicant and the local victim/witness agency.
- Applicants must promote coordinated public/private efforts to aid crime victims (participate on state/federal/local task forces, commissions, working groups, coalitions, etc.), and develop written agreements contributing to better services for crime victims. These types of activities benefit crime victims and must be undertaken by victim service organizations in order to be eligible to receive VOCA funds. Therefore, these types of activities may not be supported with VOCA funds, which are restricted in their use to provision of direct victim services.
- Applicants must be in compliance with the Americans with Disabilities Act (ADA) of 1990, 42 U.S.C. 12101, et seq., and Title 28 of the Code of Federal Regulations, Part 35. The applicant must make every effort to ensure that American Indian victims with disabilities receive appropriate services and ensure that no American Indian victim with disabilities is unable to participate in services due to a lack of awareness of the project's services, lack of accessibility, or inability to accommodate the sexual assault victim's special needs. Applicants must make efforts to ensure communication with individuals with disabilities is as effective as communication with others without disabilities.
- Applicants must comply with the National Historic Preservation Act (16 U.S.C., Section 470, et seq., as amended), which states prior to use of grant funds to renovate, alter, or otherwise improve the exterior or interior of a building, applicants must notify OES for approval. Applicants must also maintain records establishing all proposed renovation work.
- Applicants must complete the Certification Regarding Environmental Tobacco Smoke Public Law 103-227, Part C - Environmental Tobacco Smoke, also known as the Pro Children Act of 1994 (Act). This Act requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug and alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per day and or the imposition of an administrative compliance order on the responsible entity.

By signing and submitting this application the applicant/grantee certifies that it will comply with the requirements of the Act. The applicant/grantee further agrees that it will require the language in this certification be included in any subawards which contain provisions for the sexual assault services and that all subgrantees shall certify accordingly.

**c. Violence Against Women Act – Services\*Training\*Officers\*Prosecution (VAWA S\*T\*O\*P)**

S\*T\*O\*P is one of the many programs contained within the VAWA. The purpose of the VAWA S\*T\*O\*P Program is to assist State and local governments to develop and strengthen effective criminal justice strategies to combat violent crimes against women, and to develop and strengthen victim services in cases involving violent crimes against women, including sexual assault, domestic violence, and stalking. ***VAWA S\*T\*O\*P funds can support services to incarcerated women.***

VAWA STOP requires a 25% match of non-profit victim service organizations. OES, as the state grantee and administrator of VAWA STOP funds, is meeting the match requirement on behalf of the victim services organizations and intends to continue doing so to the extent possible. However, if this is no longer possible in the future, applicable victim services projects will be notified and budgets will need to be modified to incorporate the 25% cash or in-kind match requirement.

**3. Service Areas**

Extensive efforts have been made to ensure that OES' Rape Crisis Program funds sexual assault services for the entire State of California, and that RCC Service Areas do not overlap. There are multiple reasons for this effort, including: 1) limited funding requires services to be provided in the most cost-efficient manner; 2) funding more than one RCC to serve the same geographic area is not a prudent use of funds; 3) lack of clarity and/or conflict between RCCs over a particular geographic area may cause confusion for victims and stakeholders (law enforcement, medical providers, social service agencies, schools, etc.); and 4) long-standing verbal agreements regarding service provision practices may become controversial and/or contentious when agency leadership and Board membership changes.

To remedy current or future issues, the following Chart sets forth clear RCC Service Area boundaries (county lines, highways, streets, etc.) that define the geographic area that RCCs are funded to serve. These determinations were based on information submitted in the 2002/03 RC grant applications and subsequent discussions. A Service Area Chart will be included in all future Rape Crisis Program RFAs or Request for Proposals.

In a few areas, boundaries that ensure no geographic over-lap with other RCCs have not yet been determined. For the above stated reasons, the State Advisory Committee on Sexual Assault Victim Services and Prevention Programs (SAC) directed that Service Area boundaries are to be clarified. If efforts to do so are unsuccessful, the issue will be moved to the SAC for resolution and decision. These RCCs are listed on the Service Area Chart as "unresolved."

## RAPE CRISIS PROGRAM SERVICE AREA BOUNDARIES

Sexual assault victims may contact or be referred to a RCC other than the one in whose Service Area they reside or in which the sexual assault occurred. In such cases, it is entirely appropriate for the contacted RCC to provide any and all services if the victim so wishes.

COUNTY	AGENCY	SERVICE AREA BOUNDARIES
<b>Alameda</b>	Alameda Co. Medical Center	Unresolved
	Bay Area Women Against Rape	Unresolved
	Tri-Valley Haven for Women	<u>North:</u> Contra Costa County Line <u>South:</u> Santa Clara County line <u>East:</u> San Joaquin County Line <u>West:</u> I-680 approximates the western boundary, including Sunol and Dublin
<b>Alpine</b>	Womenspace Unlimited	Serves the entire county
<b>Amador</b>	Operation Care	Serves the entire county
<b>Butte</b>	Rape Crisis Intervention	Serves the entire county
<b>Calaveras</b>	Human Resources Council	Serves the entire county
<b>Colusa</b>	Casa de Esperanza, Inc.	Serves the entire county
<b>Contra Costa</b>	Community Violence Solutions – East	<u>North:</u> Solano and Sacramento County lines <u>South:</u> Alameda County line <u>East:</u> San Joaquin County line <u>West:</u> approximately Bailey and Marsh Creek Roads, excluding Clayton.
	Community Violence Solution – West/Central	<u>North:</u> Carquinez Straits and Solano County line <u>South:</u> Alameda County line <u>East:</u> approximately Bailey and Marsh Creek Roads, including Clayton <u>West:</u> San Francisco and San Pablo Bays
<b>Del Norte</b>	North Coast Rape Crisis	Serves the entire county
<b>El Dorado</b>	El Dorado Women's Center	<u>North:</u> Placer County Line <u>South:</u> Amador County Line <u>East:</u> N/S vertical line including Kyburz & excluding Twin Bridges <u>West:</u> Sacramento County Line
	Womenspace Unlimited	<u>North:</u> Placer County Line <u>South:</u> Alpine County Line <u>East:</u> Nevada State Line <u>West:</u> N/S vertical line that includes Twin Bridges and excludes Kyburz
<b>Fresno</b>	Rape Counseling Services of Fresno	<u>North:</u> Madera County Line <u>South:</u> Kings and Tulare County Line <u>East:</u> Inyo and Mono County Lines <u>West:</u> An approximate N/S vertical line that includes Kerman and Riverdale, and excludes Helm, Wheatville, Burrel, and Lanare.
<b>Fresno</b>	Rape Counseling Services	<u>North:</u> Merced County Line

<b>(continued)</b>	of West Fresno	<u>South:</u> Kings County Line <u>East:</u> An approximate N/S vertical line that includes Helm, Wheatville, Burrel and Lanare, and excludes Riverdale and Kerman. <u>West:</u> Monterey and San Benito County Lines
<b>Glenn</b>	Rape Crisis Intervention	Serves the entire county
<b>Humboldt</b>	North Coast Rape Crisis	Serves the entire county
<b>Imperial</b>	SURE Helpline	Serves the entire county
<b>Inyo</b>	Wild Iris Women Services	Serves the entire county
<b>Kern</b>	Alliance Against Family Violence and Sexual Assault	<u>North:</u> The county line <u>South:</u> The county line <u>East:</u> An approximate N/S vertical line through Lake Isabella and Tehachapi Mountains <u>West:</u> San Luis Obispo County Line west of Taft  Includes: Delano, Wasco, McFarland, Shafter, Lamont, Weedpatch, Arvin and Buttonwillow
	Women's Center High Desert - Ridgecrest	<u>North:</u> Inyo and Tulare County Lines <u>South:</u> Los Angeles County Line <u>East:</u> San Bernardino County Line <u>West:</u> An approximate N/S vertical line through Lake Isabella and the Tehachapi Mountains
<b>Kings</b>	Kings Community Action Committee	Serves the entire county
<b>Lake</b>	Sutter Lakeside Community Services	Serves the entire county
<b>Lassen</b>	Lassen Family Services	Serves the entire county
<b>Los Angeles</b>	Antelope Valley Healthcare District	Unresolved
	East Los Angeles Women's Center	Unresolved
	LACAAW – Metro	Unresolved
	LACAAW – West San Gabriel Valley	Unresolved
	Project SISTER	<u>North:</u> San Bernardino Mountains in Los Angeles joining Lytle Creek Road in San Bernardino County <u>South:</u> Highway 72 from I-605 to the Los Angeles County line. <u>East:</u> Mount Baldy, San Antonio Heights, Rancho Cucamonga, Chino, Cucamonga, Alta Loma, Etiwanda, Upland, Montclair, Ontario, Chino Hills and all areas west of these locations, including unincorporated areas adjacent to and between named cities. <u>West:</u> I- 605 from Hwy 72 junction north to I-210.
	Rape Treatment Center	Unresolved
	Rosa Parks Sexual Assault Crisis Center	Unresolved
	Sexual Assault Crisis Agency	Unresolved

	University Corporation – Valley Trauma Center	Unresolved
	University Corporation – Valley Trauma Ctr – NWLA	Unresolved
	YWCA of Los Angeles – Compton Center	Unresolved
<b>Madera</b>	Madera County Community Action Agency	Serves the entire county
<b>Marin</b>	Community Violence Solutions	Serves the entire county
<b>Mariposa</b>	A Women's Place	Serves the entire county
<b>Mendocino</b>	Project Sanctuary, Inc.	<u>North</u> : Humboldt County Line <u>South</u> : Sonoma County Line <u>East</u> : Hwy 20 at 13.5 mile marker going west (just before McGuire's Pond) <u>West</u> : Pacific Ocean
	Project Sanctuary, Inc	<u>North</u> : Humboldt County Line <u>South</u> : Sonoma County line <u>East</u> : Lake County Line <u>West</u> : Hwy 20 at 13.5 mile marker going East (just before McGuire's Pond)  Includes: Booneville and Philo
<b>Merced</b>	A Women's Place	Serves the entire county
<b>Modoc</b>	T.E.A.C.H., Inc.	Serves the entire county
<b>Mono</b>	Wild Iris Women's Services	Serves the entire county
<b>Monterey</b>	Monterey Rape Crisis Center	North of Hwy 101 from San Benito County line to the Hwy 156 split, continuing to Hwy 156 merger with Hwy 1; continue W and S along coast.  Includes: Monterey, Carmel, Pacific Grove, Seaside, Sand City, Del Rey Oaks, Marina Pebble Beach, Moss Landing, Elkhorn, Prunedale, Big Sur.
	Women's Crisis Center	<u>North</u> : Hwy 101 @ the Hwy 68 split <u>South</u> : San Luis Obispo County Line <u>East</u> : San Benito and Fresno County Line <u>West</u> : Hwy 101 and Los Padres National Forest  Area east of Hwy 1 to include: Salinas, Chualar, Gonzales, Soledad, Greenfield, King City, San Lucas, San Ardo, Bradley, Lockwood, Jolon, Pajaro, Las Lomas, Spreckels, and Bolsa Knolls.
<b>Napa</b>	Volunteer Center of Napa County	Serves the entire county
<b>Nevada</b>	Domestic Violence and Sexual Assault Coalition	<u>North</u> : Yuba and Sierra County Lines <u>South</u> : Placer County Line <u>East</u> : Western Sierra Nevada mountain range <u>West</u> : Yuba County Line

<b>Nevada (continued)</b>	Tahoe Women's Services	<u>North:</u> Sierra County Line <u>South:</u> El Dorado County Line <u>East:</u> California and Nevada state lines <u>West:</u> Donner Summit and eastern Sierra Nevada mountain range
<b>Orange</b>	Community Service Programs, Inc. - North	<u>North:</u> Los Angeles County Line <u>South:</u> Highway 73, I-5, and S-18 <u>East:</u> San Bernardino and Riverside County Lines <u>West:</u> Pacific Ocean
	Community Service Programs, Inc. – South	<u>North:</u> Highway 73, I-5, and S-18 <u>South:</u> San Diego County Line <u>East:</u> Riverside County Line <u>West:</u> Pacific Ocean
<b>Placer</b>	PEACE for Families (formerly Placer Co. Women's Ctr)	<u>North:</u> Nevada County Line <u>South:</u> El Dorado County Line <u>East:</u> Donner Summit and the western Sierra Nevada mountain range (area known as North Tahoe) <u>West:</u> Sacramento, Sutter and Yuba County Lines
	Tahoe Women's Services	<u>North:</u> Sierra County Line <u>South:</u> El Dorado County Line <u>East:</u> Nevada State line <u>West:</u> Donner Summit and eastern Sierra Nevada mountain range
<b>Plumas</b>	Plumas Crisis Intervention	Serves the entire county
<b>Riverside</b>	Center Against Sexual Assault of Southwest	San Jacinto, Hemet, and Riverside County Sheriff's Hemet Station Area.
	Riverside Area Rape Crisis Center	<u>North:</u> Riverside County line <u>South:</u> City of Temecula/Riverside County line <u>East:</u> City of Cabazon <u>West:</u> City of Corona and western Riverside County line  <u>Police Departments:</u> Riverside, Corona/Norco and Murrieta. <u>Riverside County Sheriff's jurisdictions:</u> Jurupa Valley Station; Moreno Valley Station; Banning Station; Perris Station (Romoland); Lake Elsinore (Sun City and Lake Elsinore); Southwest Station (Temecula, Menifee and Canyon Lake)
	San Bernardino Sexual Assault Services –Indio area	<u>North:</u> San Bernardino County Line <u>South:</u> San Diego and Imperial County Line <u>West:</u> Eastern end of the City of Cabazon <u>East:</u> Indio east of Santa Rosa Mountains, Highway 74 at Palm Canyon Dr.
<b>Sacramento</b>	WEAVE, Inc.	Serves the entire county
<b>San Benito</b>	Community Solutions	Serves the entire county
<b>San Bernardino</b>	San Bernardino Sexual Assault Services – Morongo Basin area	<u>North:</u> Inyo County Line <u>South:</u> County Line <u>East:</u> The State Line <u>West:</u> East of Big Bear Valley, Johnson Valley  Morongo Basin area, including Landers
<b>San</b>	San Bernardino Sexual	<u>North:</u> County Line

<b>Bernardino (continued)</b>	Assault Services - Main	<u>South:</u> County Line <u>West:</u> Fontana, Lytle Creek, Devore, Sierra Avenue North from Riverside Co. line to Lytle Creek Road. <u>East:</u> Morongo Basin area
<b>San Diego</b>	Center for Community Solutions- NE	<u>North:</u> Riverside County Line <u>South:</u> Hwy. 56 east thru Poway and Julian, east to Imperial County line <u>East:</u> Community of Julian <u>West:</u> approximate N/S line from Riverside County line, including San Marcos and excluding Vista.  Includes: Escondido, San Marcos, Poway and the unincorporated areas of Valley Center, Fallbrook, Ramona, and Julian.
	Center for Community Solutions – SW	<u>North:</u> to Highway 56 (Carmel Valley), to Poway Road to Julian Road <u>South:</u> Highway 8, South to Mexico border <u>East:</u> western side of Highway 67, south to Mexico border <u>West:</u> Pacific ocean  Includes: San Diego, Chula Vista, National City, Imperial Beach, Coronado
	Center for Community Solutions – SE	<u>North:</u> to Highway 56 (Carmel Valley), to Poway Road to Julian Road, continuing to Imperial County line <u>South:</u> Mexico border <u>East:</u> Highway 79 and east to Imperial County line <u>West:</u> eastern side of Hwy 67 and south to Mexico.  Includes: Santee, La Mesa, Lemon Grove, Jamul, Julian, Decanso, Lakeside
	Women's Resource Center	<u>North:</u> – Orange County Line <u>South:</u> – Highway 56 <u>East:</u> – Eastern border of the City of Vista <u>West:</u> – Pacific Ocean
<b>San Francisco</b>	S.F. Women against Rape	Serves the entire county
<b>San Joaquin</b>	Women's Center of San Joaquin	Serves the entire county
<b>San Luis Obispo</b>	Sexual Assault Recovery & Prevention Center of SLO	Serves the entire county
<b>San Mateo</b>	Rape Trauma Services – Burlingame	Serves the entire county
<b>Santa Barbara</b>	North County Rape Crisis Services (Lompoc and Santa Maria)	<u>North:</u> San Luis Obispo County line <u>South:</u> Pacific ocean Point Arguello to Las Cruces <u>East:</u> Through Los Padres Forest to Kern County line east of New Cuyama and extending to Santa Ynez. <u>West:</u> Pacific ocean from Guadalupe to Point Arguello
	Santa Barbara Rape Crisis Center	<u>North:</u> San Rafael Mountains <u>South:</u> Pacific Ocean <u>East:</u> Santa Barbara/Ventura County Line <u>West:</u> Highway 101 to Zaca Station Road  Includes: Buellton, Solvang, Santa Ynez and Los Olivos
<b>Santa Clara</b>	Community Solutions	<u>North:</u> Bernal Road, off of Highway 101

		<u>South:</u> San Benito County Line <u>East:</u> Stanislaus and Merced County lines <u>West:</u> Santa Cruz County line  Includes: San Martin, Morgan Hill and Gilroy and surrounding areas.
	YWCA in Santa Clara Valley – Central	<u>North:</u> El Camino Real up 880 to Alameda County Line <u>South:</u> Bernal Avenue <u>East:</u> Stanislaus County line <u>West:</u> San Mateo and Santa Cruz County line  Includes: San Jose, Milpitas, Los Gatos, Saratoga, Campbell, Cupertino and unincorporated areas within service area boundaries.
	YWCA in Santa Clara Valley – North	<u>North:</u> San Mateo and Alameda County Line <u>South:</u> El Camino Real <u>East:</u> Highway 880 <u>West:</u> San Mateo County Line  Includes: Palo Alto, Mountain View, Sunnyvale and Los Altos
<b>Santa Cruz</b>	Women's Crisis Support	Serves the entire county
<b>Shasta</b>	Shasta County Women's Refuge	Serves the entire county
<b>Sierra</b>	Plumas Crisis Intervention	Serves the entire county
<b>Siskiyou</b>	Siskiyou Domestic Violence & Crisis Center	Serves the entire county
<b>Solano</b>	SafeQuest Solano, Inc.	Serves the entire county
<b>Sonoma</b>	United Against Sexual Assault of Sonoma County	Serves the entire county
<b>Stanislaus</b>	Haven Women's Center	Serves the entire county
<b>Sutter</b>	Casa de Esperanza	Serves the entire county
<b>Tehama</b>	Rape Crisis Intervention	Serves the entire county
<b>Trinity</b>	Human Response Network	Serves the entire county
<b>Tulare</b>	Family Services of Tulare County	Serves the entire county
<b>Tuolumne</b>	Mountain Women's Resource Center	Serves the entire county
<b>Ventura</b>	Coalition to End Family Violence	Serves the entire county
<b>Yolo</b>	Sexual Assault/Domestic Violence Center	Serves the entire county
<b>Yuba</b>	Casa de Esperanza	Serves the entire county



#### **4. Closure of Rape Crisis Center During Holidays and Emergency Closure**

To be exempted from the statutory requirement that Rape Crisis Center business offices be open during regular business hours, projects must submit the following information in writing two weeks prior to a requested closure:

- dates and times the office will be closed;
- confirmation that the Crisis Line will remain covered 24-hours per day;
- confirmation that appropriate signage will be posted on the business office door in the predominate languages of the service area indicating the dates the office will be closed; when it will reopen; and the telephone number to call for immediate assistance; and
- a brief description of how services, (e.g., accompaniment, advocacy, information and referral, and any support groups that are being cancelled) will be provided.

#### **G. PREPARING AN APPLICATION**

For clarity, the forms in Part III include an Application Cover Sheet. Please complete the Application Cover Sheet and attach it to the front of the application.

The following five components are required for a complete application:

- Application Cover Sheet
- Grant Award Face Sheet (Form A301)
- Project Narrative
- Project Budget (Forms A303a-c)
- Application Appendix.

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
CRIMINAL JUSTICE PROGRAMS DIVISION**

**RAPE CRISIS PROGRAM  
REQUEST FOR APPLICATION**

**PART II – INSTRUCTIONS**

The instructions in this section correspond to each of the application components, as well as to the forms provided in Part III. Applicants must use the forms provided or computer-generated forms, and plain 8½" x 11" white paper for the project narrative sections. If computer-generated forms are used, they must duplicate the OES forms. Applications must be typed with characters no smaller than standard 12-pitch font.

Copies of the application must be assembled separately and individually fastened in the upper left corner. **Do not bind application.**

**A. PROJECT NARRATIVE**

**1. Plan**

**a. Objectives and Activities- 12-month grant period**

Objectives and Activities must be updated for the 12-month FY2005/06 grant period. The wording for the **six** mandatory objectives is provided in Attachment C. Each objective must include activities that describe the steps necessary to achieve the objective, with Objectives on the left side and Activities on the right side of the page.

**Note:** Objective 7: Rape Prevention Education and Self-Defense is eliminated.

Services are to be delivered in a manner consistent with the *Service Standards*.

**b. Human Relations Training**

All staff and volunteers working with sexual assault victims must receive Human Relations Training on an annual basis. This training is in addition to the mandated 40-hour sexual assault counselor training. (See Service Standards, Attachment B, Page 19)

Applicants must **describe the content and provide the title** of the Human Relations Training planned for FY 2005/06. The training must focus on group(s) in your service area that have experienced discrimination and prejudice, and how the discrimination and prejudice affects the delivery of sexual assault services. The following are suggested, not required, topics:

- gay men;
- lesbian survivors;
- HIV/AIDS – stereotyping and discrimination;
- disabled victims
- mentally ill victims
- gangs and sexual assault
- oppression and sexual assault trauma
- homophobia
- elderly victims
- sexual assault as it relates to different cultures and ethnicities
- sex industry workers

#### d. Project Summary

Complete the Project Summary Form (Part III, Forms) and include in Application Appendix.

## 2. Implementation

### a. Organizational Chart

The Application Appendix must contain a **current** organizational chart. It must show the relationships between the governing body, the organization, the project, project staff, project volunteers and the lines of supervision. Job titles on the organizational chart must match those in the Budget.

### b. Operational Agreements

Operational Agreements (OAs) demonstrate a formal system of networking and coordination between other agencies and the project. OAs must: (1) describe plans for coordination of services; (2) identify who provides which services; (3) specify what those services are; (4) be effective for the current grant year; and (5) be signed and dated by both parties, and indicate the titles and agencies of those signing. A Sample Operational Agreement is included in Part III.

Complete the Operational Agreement Summary Form (Part III) and include it in the Application Appendix. List those agencies, organizations and individuals with whom the project must have OAs for FY 2005/06 and the years covered by those agreements (one, two or three years). A new OA need not be obtained if the current one covers FY 2005/06. When this is not the case, a new OA for FY 2005/06 (at a minimum) must be obtained. OAs must be on file at the project by July 1, 2005.

1) Maintain on file, but **do not submit** the following OAs with this Application:

- law enforcement agencies,
- prosecutor's offices,
- medical providers that conduct forensic sexual assault examinations,
- Victim/Witness Assistance Projects, and/or
- therapists and/or mental health providers to which the applicant refers long-term counseling or therapy services, if applicable.

The Services Standards require that Advocacy and Accompaniment services are available 24-hours/day, seven days/week (24/7). OAs for either of these services **must** address how 24/7 coverage will be provided.

2) **Do** submit the following OAs in the Application Appendix:

- Advocacy referrals,
- Accompaniment referrals.

## B. PROJECT BUDGET

The purpose of the Project Budget is to demonstrate how the project will implement the proposed plan with the funds available through this program. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire grant period. In the budget, include **only** those items covered by grant funds, including match funds when applicable. Projects may supplement grant funds with funds from other sources. However, since all approved line items are subject to audit, applicants should not include in the project budget matching funds (if applicable) in excess of the required match. All budgets are subject to OES modifications and approval.

OES requires the applicant to develop a **line item** budget that will enable them to meet the intent and requirements of the program, ensure the successful implementation of the project, and be cost-effective. Failure of the applicant to include required items in the budget does not exclude responsibility to comply with those requirements during the implementation of the project. The applicant should refer to the *Grant Recipient Handbook* at [WWW.oes.ca.gov](http://WWW.oes.ca.gov). Applicant can select "Plans and Publications, 2004 Recipient Handbook – CJPD" for additional information concerning OES budget policy or to determine if specific proposed expenses are allowable. Contact the person listed on page 1, subsection B of this RFA if you have additional budget questions.

### 1. Specific Budget Categories (12-month grant period)

The Forms Section (Part III) contains a separate form for the following three budget categories:

- Personal Services – Salaries/Employee Benefits,
- Operating Expenses, and
- Equipment.

Each budget item requires line-item detail that addresses 1) the method of calculation and 2) justification for the expense. Enter the amount of each line item in the right hand column of the Budget Category form. All charges must be clearly documented **and rounded off to the nearest whole dollar**. Enter the total amount of the budget category at the bottom of the form. If additional pages are needed, total only the last page of each budget category.

The bottom of the Equipment Category form contains a format for identifying the project total and fund distribution. This section must be completed and submitted even if there are no line items identified in the Equipment Category.

#### a. **Personal Services – Salaries/Employee Benefits (Form A303a):**

##### 1) Salaries

Personal services include all services performed by staff who are directly employed by the applicant and must be identified by position and percentage of salaries. All other persons are to be shown as consultants in the Operating Expenses Category supported by a memorandum of understanding (MOU), contract, or operational agreement (OA), which must be kept on file by the grantee and made available for review during an OES site visit, monitoring visit, or audit. Furthermore, in the case of grants being passed through a grantee to be operated by another agency, the staff from the second agency will be shown in the Operating Expenses Category. In either case, they may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must be budgeted as salaries. If agency personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take that time off using project funds.

## 2) Benefits

Employee benefits must be identified by type and percentage of salaries. Applicant may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the applicant.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items. Other benefits, such as uniforms or California Bar Association dues, are allowable budget items if negotiated as a part of an employee benefit package.

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1½ clerical positions).

### **b. Operating Expenses (Form A303b):**

Operating expenses are defined as necessary expenditures exclusive of personnel salaries, benefits and equipment. Such expenses may include specific items directly charged to the project, and in some cases, an indirect cost allowance. The expenses must be grant-related (e.g., further the program objectives as defined in the grant award), and be encumbered during the grant period.

The following items fall within this category: consultant services such as subcontractors who are not employed by the applicant, travel, office supplies, training materials, equipment maintenance, software equipment rental/lease, telephone, postage, printing, facility rental, vehicle maintenance, answering service fees, and other consumable items. Furniture and office equipment with an acquisition cost of less than \$1,000 per unit (including tax, installation, and freight) **and/or with a useful life of less than one year fall within this category.**

**Rental space for sexual assault counselor trainings/meetings, counseling rooms, storage space,** and other required space (not for self-defense training or workshops) may be included in the grant budget, providing it is based on actual costs to the grantee and not reimbursed by any other source (Grant Recipient Handbook, Section 2232.1). **If budgeted, this expense must be accompanied by thorough line-item detail that includes:**

- Justification for charging these costs to this grant;
- Need for the space;
- How the space relates to the project's objectives
- Why the space cannot be provided at no cost to the grant.

Applicants must submit their budget on the budget pages included in Part III, or an identical computer-generated form. These pages require that the funding source and amount be identified for each line item. The total for each of the funding source columns must match the amount listed for your project on the funding chart (Attachment A). Please refer to Source and Use of Funds, Section E. 2., for detailed information regarding specific fund source requirements. Job titles in the Budget must match those in the Budget Narrative and on the Organizational Chart. Each budgeted item requires line-item detail showing the method of calculation and a brief justification for the item. For example:

<b><u>Correct</u></b>	
<b>Budget Category and Line Item Detail</b>	<b>TOTAL</b>
<u>Mileage:</u> 500 miles/mo. x .34 x 12 months = Travel to meet and accompany victims, to provide community education programs and attend project-related meetings.	\$1860.00
<b><u>Not correct</u></b>	
<u>Mileage</u>	\$1860.00

**c. Equipment (Form A303c):**

Equipment is defined as nonexpendable tangible personal property having **a useful life of more than one year** and an acquisition cost of \$1,000 or more per unit (including tax, installation, and freight).

A line item is required for each different type of equipment, but not for each specific piece of equipment (e.g., three laser jet printers must be one line item, not three).

**2. Fiscal Year 2004/05 Trainings**

**a. Rape Crisis Regional Trainings**

Six one-day Regional Trainings are planned for FY 2005/06.

Training dates, registration information, and locations will be sent when determined. Applicants must budget sufficient travel and per diem for at least one person to attend one of the Rape Crisis Regional Trainings.

**b. Basic Project Director's Training**

Two one-day trainings designed for new project directors, will be held in Sacramento. Topics will include: Service Standards for the Operations of Rape Crisis Centers, Progress Reports, fiscal management, grant award modifications, etc. Details will be sent when finalized.

**C. APPENDIX**

The appendix provides additional information to support components of the application. Items that must be submitted in the appendix are listed on the Checklist in Part III, Forms. The Optional Forms section on the Checklist includes items that may need to be submitted with the application, depending upon the content of the application (e.g., Emergency Fund Procedures), or the specific needs of the applicant (e.g., Additional Signature Authority).

**Attachment A**

	<b>PROJECT NAME</b>	<b>STATE</b>	<b>VOCA</b>	<b>VOCA MATCH</b>	<b>VAWA</b>	<b>FY 05-06</b>
1	A Women's Place of Merced	52160	134872	33718	0	220750
2	Alliance Against Family Violence	51929	134272	33568	0	219769
3	Antelope Valley	42891	110902	27726	0	181519
4	Bay Area Women Against rape	60484	156395	39099	0	255978
5	C.A.S.A. Riverside County	50742	131204	32801	0	214747
6	Casa de Esperanza	36026	93154	23288	0	152468
7	Centr for Community Solutions - NE	42201	0	0	109119	151320
8	Centr for Community Solutions -SE	37559	0	0	97118	134677
9	Centr for Community Solutions-S.D.	53116	0	0	137342	190458
10	Centr for Pacific Asian Family	24671	63793	15948	0	104412
11	Coalition to End D&S Violence	56438	145933	36483	0	238854
12	Community Solutions – San Benito	24671	63793	15948	0	104412
13	Community Solutions-S.Santa Clara	30567	79038	19759	0	129364
14	Community Srvc Program- N. Orange	65696	169869	42467	0	278032
15	Community Srvc Program- S.Orange	44571	115246	28812	0	188629
16	Community Viol. Sol - E Contra Costa	42675	110346	27586	0	180607
17	Community Violence Sol - Marin	32698	84547	21137	0	138382
18	Community Violence Sol - San Pablo	59302	153336	38334	0	250972
19	County of Alameda – Highland Hosp	66407	171708	42927	0	281042
20	DV/SA Coalition - Nevada	43859	113405	28351	0	185615
21	East L.A. Women's Center	63084	163118	40779	0	266981
22	El Dorado Women's Center	37925	98063	24516	0	160504
23	Family Services of Tulare	45520	117703	29426	0	192649
24	Haven Women's Center – Stanislaus	50742	131204	32801	0	214747
25	Human Resource Council	40061	103587	25897	0	169545
26	Human Response Network	29855	77197	19299	0	126351
27	Kings Community Action Center	24671	63793	15948	0	104412
28	L.A.C.A.A.W. – Metro	68003	175835	43959	0	287797
29	L.A.C.A.A.W. – WSGV	59302	153336	38334	0	250972
30	Lassen Family Services	30330	78423	19606	0	128359
31	Madera County Action Committee	34128	88244	22061	0	144433
32	MLK – Rosa Parks	45520	117703	29426	0	192649
33	Monterey Rape Crisis Center	45046	116474	29119	0	190639
34	Mtn Women's Resource Cntr	36976	95608	23902	0	156486
35	North Coast RC Team – Del Norte	34128	88244	22061	0	144433

# Attachment A

	PROJECT NAME	STATE	VOCA	VOCA MATCH	VAWA	FY 05-06
36	North Coast RC Team – Humboldt	55485	143469	35867	0	234821
37	North County RC - Lompoc	42675	110346	27586	0	180607
38	Operation Care	36026	93154	23288	0	152468
39	Placer Women's Center	35551	91926	22981	0	150458
40	Plumas Crisis Intervention/Plumas	24671	63793	15948	0	104412
41	Plumas Crisis Intervention/Sierra	24671	63793	15948	0	104412
42	Project Sanctuary (coast)	30330	78423	19606	0	128359
43	Project Sanctuary (inland)	36501	94381	23595	0	154477
44	Project Sister SA Crisis Center	62610	161891	40473	0	264974
45	Rape Counseling Services of Fresno	69787	180448	45112	0	295347
46	Rape Counseling Services-W.Fresno	36840	95258	23814	0	155912
47	Rape Trauma Services – San Mateo	56913	147160	36790	0	240863
48	Rape Treatment Cntr-Santa Monica	68003	175835	43959	0	287797
49	RCI – Butte/Glenn	47419	122612	30653	0	200684
50	RCI-Tehama	37925	98063	24516	0	160504
51	Riverside Area RCC	53116	137342	34336	0	224794
52	SA Crisis Agency – Long Beach	55014	142251	35563	0	232828
53	SA Recovery & Prevention-S.L.O.	39353	101755	25439	0	166547
54	SA/DV Center	34602	89471	22368	0	146441
55	Safequest Solano	46470	120157	30039	0	196666
56	San Bernardino S/A	68003	0	0	175836	243839
57	San Bernardino S/A - Indio	43391	0	0	112197	155588
58	San Bernardino S/A - Morongo Basin	34914	0	0	90279	125193
59	San Francisco W.A.R.	48369	125067	31267	0	204703
60	Santa Barbara RCC	50267	129977	32494	0	212738
61	Santa Clara Valley YWCA-Northern	36263	93767	23442	0	153472
62	Santa Clara Valley YWCA-San Jose	65931	170478	42620	0	279029
63	Shasta County Women's Refuge	47894	123838	30960	0	202692
64	Siskiyou DV & Crisis Center	29618	76582	19146	0	125346
65	Sure Helpline	29855	77197	19299	0	126351
66	Sutter Lakeside	24671	63793	15948	0	104412
67	T.E.A.C.H.	24671	63793	15948	0	104412
68	Tahoe Women's Services	31991	82720	20680	0	135391
69	Tri-Valley Haven	45995	118930	29732	0	194657
70	United Against SA	53591	138569	34642	0	226802
71	Univ. Corp – Valley Trauma Center	36117	93387	23347	0	152851



## Attachment A

	PROJECT NAME	STATE	VOCA	VOCA MATCH	VAWA	FY 05-06
72	University Corp – CSU Northridge	68255	19429	4857	157058	249599
73	Volunteer Center of Napa	45995	118930	29732	0	194657
74	WEAVE, Inc.	68003	175837	43959	0	287799
75	Wild Iris – Inyo	30092	77810	19452	0	127354
76	Wild Iris – Mono	30092	77810	19452	0	127354
77	Womanspace Unlimited – S.L.T.	38163	98677	24669	0	161509
78	Women’s Center of San Joaquin Co.	68003	175836	43959	0	287798
79	Women’s Center, High Desert	24984	64602	16150	0	105736
80	Women’s Crisis Center - Salinas	66407	171708	42927	0	281042
81	Women’s Crisis Support	40055	103569	25892	0	169516
82	Women’s Resource Center	31754	82107	20527	0	134388
83	Womenspace Unlimited - Alpine	24671	63793	15948	0	104412
84	YWCA of Greater L.A.- Compton	54065	139795	34949	0	228809
						0
		3720000	8739871	2184968	878949	15523788

## **SERVICE STANDARDS FOR THE OPERATIONS OF RAPE CRISIS CENTERS**

These service components are central to the operations of rape crisis centers and to the rights and needs of rape/sexual assault victims. Although each service is represented as a distinct sets of activities, there is considerable overlap and inter-dependency between services. In the following discussion of each criterion, a service standard that is the **minimum level** of adequate service is established.

With the exception of compliance to mandatory reporting laws as they pertain to child abuse, the abuse of dependent adults or the elderly, or cases involving the potential of great bodily harm to oneself or others, centers must guarantee client confidentiality to all adult clients. The sole source of information regarding clients must be the client her/himself. Centers must have the client sign a waiver in the event that a client wishes to allow the case to be discussed with any individual not employed by the center.

### **A. SERVICES**

The goal of intervention is to reduce the level of trauma experienced as a result of a sexual assault by assisting victims in strengthening their coping skills through empathetic response and support during all initial and subsequent contacts.

#### **1. Crisis Intervention Services**

Crisis Intervention Services are defined as the provision of initial crisis intervention services to victims of sexual assault.

##### Service Standard

- a. Centers must maintain a 24-hour, seven day-a-week telephone line using the services of an answering service and/or a call forwarding system. The purpose of this service is to provide crisis intervention services for victims of sexual assault, family or friends, and to receive referrals from law enforcement, hospitals, and community agencies. The crisis line must be staffed at all times by staff or volunteers who are trained to provide crisis intervention and information and referral to victims of sexual assault.
- b. A trained staff member or volunteer must be immediately accessible to callers on a 24-hour basis. Immediately accessible means a waiting period not to exceed 10 minutes. Availability of an answering service to take messages is not considered full coverage and does not meet the minimum criteria in this category.
- c. A trained staff member or volunteer is defined as an individual who has successfully completed a minimum of 40 hours of training and participates in continuing education programs pursuant to California Evidence Code Section 1035.2.
  - 1) Centers must provide a minimum of 40 hours of training to staff, volunteers and supervisors in order to meet the statutory requirements for client confidentiality. The center must issue certificates to qualified sexual assault victim counselors. See Appendix A for a copy of the statute on sexual assault client/counselor privilege.

## Attachment B

- 2) The training curriculum must include, but is not limited to, the following subject areas: Rape Trauma Syndrome; child sexual abuse; crisis intervention principles and techniques; medical, law enforcement, criminal justice/legal procedures; mandated reporting laws; confidentiality; referral methods and resources; historical, psychological, and socio-cultural aspects of sexual assault; and the provision of services directed toward groups that have experienced discrimination. All of the above subject areas are to be specific to sexual assault victims.
  - 3) A training manual must be developed and provided to each staff member and volunteer staffing the crisis line. The manual must cover the training curriculum listed above and must include policies and procedures for volunteers. (See Section G. 2.)
  - 4) Sexual assault counselors must participate in 12 hours of continuing education each year. No more than 4 hours may be self-study (e.g. reading assignment, approved educational video). The remaining 8 hours must be participatory (e.g. trainings conducted by the RCC, case management, workshops focusing on sexual assault issues, teleconference trainings, educational conference calls) and focus on sexual assault and/or issues that arise during provision of sexual assault services.
- d. Adequate supervision of volunteers is essential in order to ensure consistent quality of services. The staff of the center must supervise volunteers. This must include a system that requires contact between staff and volunteers within the time frame outlined in the volunteer policies of the individual agency. The purpose of the contact is to report having received a crisis call and to discuss actions taken or methods of proceeding.
  - e. Staff and volunteers handle initial client contacts, provide immediate crisis intervention, follow-up contact, and in-person counseling in order to ensure consistent services. If the center does not provide long-term counseling services, the case must be referred to a qualified professional with expertise in sexual assault counseling depending on the needs of the victim. (See Sections B.1. and 4.)
  - f. At a minimum, centers must serve the same number of sexual assault victims as there are cases of forcible rape (Penal Code Section 261) reported to law enforcement agencies within the center's service area during the grant year. Sexual assault includes, but is not limited to the following violations listed in the California Penal Code: rape; unlawful intercourse; gang rape; rape by foreign object; spousal rape; attempted rape; assault with intent to rape; sexual battery; oral copulation; sodomy; incest; annoying or molesting a child; lewd or lascivious conduct with a child; and unlawful sexual intercourse, oral copulation or sodomy when consent is procured by fear or fraudulent representation with intent to create fear.
  - g. Business Hours. The requirement that rape crisis centers maintain regular business hours is based on California Penal Code Section 13837 (See Appendix B).
    - 1) All rape crisis centers must maintain "normal business hours." This means rape crisis center offices must be open to the public Monday through Friday for a continuous eight hour period that occurs between the hours of 8:00 a.m. and 5:00 p.m. with the only exception being closure during the lunch hour.
    - 2) All rape crisis centers must make every possible effort to have staff in the office to respond to telephone inquiries, drop-in clients or members of the public during their established business hours.

- 3) Rape crisis centers with a full-time office worker/secretary/clerical position must have staff in their office at all times during their business hours.

### **2. Follow-up Counseling Services**

Follow-up Counseling Services are defined as client contact made either by telephone or in-person immediately after the initial crisis and/or subsequently thereafter in order to meet the immediate and on-going needs of the client, ensure the continuity of services, and/or to offer and arrange a referral related to the client's needs.

#### **Service Standard**

- a. Centers must offer to contact all clients within three working days after the provision of crisis intervention services and shall do so when appropriate and/or according to the needs of the client.
- b. Centers must perform periodic assessments of each client's needs. The frequency of such assessment must be based upon the severity and characteristics of each individual case. Intervention plans must be modified according to the results of the assessment and may involve the provision of, or the referral to, long-term treatment or self-defense/prevention training.
- c. A minimum of 45 percent of clients receiving crisis intervention services must receive follow-up crisis counseling services. An attempt to provide this service for each client is required.
- d. Centers must establish intervals during which staff or volunteers will attempt to contact all clients after the initial provision of crisis intervention.
- e. Follow-up counseling also means that centers must perform periodic assessments of each client's needs. The frequency of such assessment must be based upon the severity and characteristics of each individual case. Counseling intervention plans must be modified according to the results of the assessment.

### **3. Short-term In-person Counseling Services**

Short-term In-person Counseling Services are defined as the provision of one-to-one, face-to-face counseling services for up to 10 weeks from the first counseling session.

#### **Service Standard**

- a. In addition to the provision of telephone counseling, centers must provide one-to-one, face-to-face, short-term counseling services. In order to provide counseling the service provider must be a trained staff member or volunteer who has received a minimum level of training and supervision. (See Sections A. 1. c. and 1. d.)
- b. All sexual assault victims who contact the center's crisis telephone, business office telephone, or business office must be offered in-person counseling services when indicated by the needs of the client.

### **4. Long-term In-person Counseling Services**

Long-term In-person Counseling Services are defined as the provision of one-to-one, face-to-face, counseling services provided for longer than 10 weeks by non-licensed, peer counsel counselors.

### Service Standard

- a. Centers must make long-term counseling services available. This means to provide the service or to make arrangements through other agencies or individuals.
- b. Centers that offer long-term counseling services must provide counselors who have a minimum of two years of supervised counseling experience, at least one of which is in rape crisis counseling, or have 40 hours of training and be supervised by a person with the experience described above; or, be a licensed therapist with expertise in Rape Trauma Syndrome.
- c. A written consent for treatment should be signed by clients prior to the provision of long-term counseling services.
- d. Referral resources for long-term counseling services must be selected by staff of the center. The screening and selection process must include personal interviews of the referral resources. Letters of agreement must be developed between the center and these resources which clearly delineate the expectations and services of the parties involved.
- e. When clients are referred out of the agency for long-term counseling, a minimum of three choices must be provided. Of these, only one can be staff, an active board member, or a volunteer of the center.

### 5. Long-term Therapy Services

Long-term Therapy Services are defined as the provision of or referral to services provided by licensed therapists or supervised clinical interns with expertise in sexual assault counseling.

### Service Standard

- a. Centers must make long-term therapy services available. This means to provide the service or to make arrangements through other agencies or individuals.
- b. A written consent for treatment should be signed by clients prior to the provision of long-term therapy services.
- c. Referral resources for long-term therapy services must be selected by staff of the center. The screening and selection process must include personal interviews of the referral resources. Letters of agreement must be developed between the center and these resources which clearly delineate the expectations and services of the parties involved.
- d. When clients are referred to private therapists, a minimum of three choices must be provided. Of these, only one therapist can be staff, an active board member, or a volunteer of the center.

### 6. Support Groups

Support Groups are defined as a facilitated group of sexual assault survivors formed to offer information and mutual support.

### Service Standard

- a. Centers must provide for the availability of support groups. This means to provide the service or to make arrangements for the provision of these groups through other agencies or individuals.

## Attachment B

- b. If the service is provided by the center, the facilitator must be a trained staff member or volunteer who has received the minimum 40-hour training, or is a licensed therapist with expertise in sexual assault treatment, and who receives a minimum level of supervision and has training and experience in facilitating a support group.
- c. Referral resources for the provision of support groups must be selected by staff of the center. The screening and selection process must include personal interviews of the referral resource. Formal letters of agreement must be developed between the center and these resources which clearly delineate the expectations and services of the parties involved, including training, and must be signed by representatives of both parties. Centers must evaluate the quality of services provided by referral resources on an annual basis.

### 7. **Accompaniment Services**

Accompaniment Services are defined as escorting or meeting face-to-face with sexual assault clients at appropriate places of their choice.

#### **Service Standard**

- a. Centers must provide for the availability of accompaniment services. This means to provide the service or to make arrangements through other agencies or organizations to provide accompaniment. These services must be available on a 24-hour basis.
- b. Accompaniment services must be provided for sexual assault victims to hospitals, law enforcement agencies, district attorney's offices, court proceedings, and other agencies or locations according to the needs of the client.
- c. Staff or volunteers providing this service must have completed the 40-hour training program and must participate in continuing education programs.
- d. Centers that refer to other agencies for the provision of accompaniment services must develop a formal letter of agreement with referral agencies. This letter must clearly delineate the expectations of each party, including training, and should be signed by representatives of both agencies. Centers must evaluate the quality of services provided by referral resources on an annual basis.
- e. Clients receiving crisis intervention services must be offered accompaniment services when indicated by the needs of that client.

### 8. **Advocacy Services**

Advocacy Services are defined as the process by which rape crisis counselors intervene with other agencies and individuals on behalf of sexual assault victims in order to achieve a particular goal or result desired by that victim.

#### **Service Standard**

- a. Centers must provide for the availability of advocacy services. This means to provide the service or to make arrangements through other agencies or organizations to provide advocacy. These services must be available on a 24-hour basis.

## Attachment B

- b. Advocacy services must be provided for sexual assault victims with hospitals, law enforcement agencies, district attorney's offices, court proceedings, and other agencies or locations according to the needs of the client.
- c. Staff or volunteers providing this service must have completed the 40-hour training program and must participate in continuing education programs.
- d. Centers that refer to other agencies for the provision of advocacy services must develop a formal letter of agreement with referral agencies. This letter must clearly delineate the expectations of each party, including training, and should be signed by representatives of both agencies. Centers must evaluate the quality of services provided by referral resources on an annual basis.
- e. Clients receiving crisis intervention services must be offered advocacy services when indicated by the needs of that client.

### 9. **Information and Referral Services**

Information and Referral Services are defined as the provision of **sexual assault-related** information and/or referrals regarding community resources.

#### Service Standard

- a. Centers must respond to requests for information from the general public, as well as from persons receiving services, and must provide referrals to community resources.
- b. A referral resources list must be developed, maintained, and regularly updated which includes the following: law enforcement agencies, district and city attorney's offices, medical care providers, mental health treatment facilities, county departments of social services, child protective services, rape crisis centers, domestic violence centers, child sexual abuse treatment programs, victim/witness assistance centers, and a list of licensed therapists with knowledge and expertise in the area of sexual assault.
- c. Referral resources for treatment must be selected by staff of the center. The screening and selection process must include personal interviews of the referral resources. When appropriate, letters of agreement should be developed between the centers and these resources which clearly delineate the expectations and services of the parties involved, including training, and should be signed by representatives of both agencies.

### 10. **Community Education and Rape Prevention Programs**

#### Service Standard

- a. Centers must provide: community outreach and education programs.
- b. Community outreach includes, but is not limited to, efforts made through person to person contacts, public speaking engagements, and use of the media to inform the community about the services and operations of the center, and/or information regarding sexual assault and sexual assault prevention.

## Attachment B

- c. A community education program means a program, workshop, or seminar in which information is provided regarding sexual assault.
- d. Rape prevention programs focus on providing information on sexual assault prevention and personal safety, and may include instruction in self-defense strategies and techniques. Rape prevention programs are directed toward prevention the occurrence of sexual assault. They include: 1) programs designed to facilitate the development of nonviolent, abuse-free individuals, families, and environments; 2) programs directed toward creating an awareness of the risk of sexual assault and which provide education about sexual assault, personal safety, and assertiveness; and 3) programs directed toward preventing violence from reoccurring through education about sexual assault, personal safety, assertiveness, and self-defense strategies and techniques.
- e. Community education and rape prevention programs must be presented by certified sexual assault counselors, as described in Section A.1.c and Penal Code Section 1035.2 (Appendix A).

### B. AGENCY COORDINATION

#### Service Standard

Centers must establish themselves as active participants in local public and private service networks in order to provide for timely and comprehensive responses to sexual assault victims' needs.

1. Centers must develop and maintain cross-referral arrangements between local hospitals, law enforcement agencies, district attorney's office, victim/witness assistance centers, social service providers and other community agencies, such as treatment providers. This must be documented by a formal letter of agreement regarding cross-referrals, which clearly delineates the expectations of each party, including training, and should be signed by representatives of both agencies.
2. The center must regularly provide training and receive training from the above-described agencies.
3. Centers must directly assist, or must refer clients to victim/witness assistance centers or private attorneys for assistance in the preparation of victim compensation claims for submission to the Victim Compensation and Government Claims Board.

### C. HUMAN RELATIONS TRAINING

Centers must provide training to all staff and volunteers on a yearly basis on providing services directed toward groups that have experienced discrimination and prejudice. This is in addition to the 40-hour training listed in Section A.1. c.

#### Service Standard

1. This training must focus on educating staff and volunteers regarding groups that have experienced prejudice and discrimination on the basis of race, sex, age, class, religious belief, disability, or sexual orientation and the effect of these practices on service delivery for victims of sexual assault. This training must emphasize the correlation between oppression of any group in our culture and the dynamics of sexual assault.
2. Training must be provided by persons who have expertise in the subject area.



### **D. Inclusion of Minority Groups in Services and Operations**

#### **Service Standard**

Centers must include members of minority groups in the services and operations of the project. This means:

1. Recruitment that is directed to all minority groups in the service area.
2. The center must make every attempt to provide services to members of minority groups that are proportionate to the demographic characteristics of the service area. These services must be culturally appropriate.
3. The composition of the agency's staff, and of their volunteers, must be made up of individuals who proportionately represent the ethnic/racial demographic characteristics of the service area. If this is not possible, documentation must be maintained which reflects the good faith efforts of the agency to achieve this goal. "Good faith efforts" should include but not be limited to the following:
  - a. Evidence of a plan adopted by the governing board to meet the recruitment criteria;
  - b. Evidence of recruitment efforts in ethnic newspapers and newspapers of general circulation;
  - c. Evidence or documentation of outreach to local leaders and community groups;
  - d. Outreach to business and professional organizations; and
  - e. Outreach to local colleges and universities.
4. The center must provide culturally and ethnically relevant materials for outreach and community education efforts.
5. The center must provide education programs in the predominant language(s) of the community.

### **E. ADMINISTRATION**

#### **1. Paid Staff**

##### **Service Standard**

- a. The minimum number of initial training hours that must be provided for paid staff is 40 hours.
- b. The training curriculum must include, but is not limited to, the following subject areas: Rape Trauma Syndrome; child sexual abuse; crisis intervention principles and techniques; medical, law enforcement, and criminal justice/legal procedures; mandated reporting laws; confidentiality; referral methods and resources; historical, psychological, and socio-cultural aspects of sexual assault; training on providing services directed toward groups that have experienced discrimination; and training pertinent to specific staff assignments. The entire above subject areas are to be specific to sexual assault victims.

- c. In addition to the initial 40-hour training program, staff must be offered ongoing, culturally appropriate training to keep them abreast of current developments and trends in the field of sexual assault.
- d. Each new staff person must receive an orientation to the agency that must include, but not be limited to, a job description, personnel policies, and training requirements.

### 2. **Volunteer Staff**

#### Service Standard

Every center must maintain up-to-date volunteer policies which must include, at a minimum: leave policies, policies for attendance at continuing education programs and for time commitments, confidentiality policies, policies for travel expense reimbursement, and regular volunteer evaluations. Acknowledgment of receipt and understanding of these policies must be documented by the volunteer's signature.

### 3. **Volunteer Board of Directors**

#### Service Standard

- a. The board must be made up of individuals who proportionately represent the ethnic/racial demographic characteristics of the service area. If this is not possible, documentation must be maintained which reflects the good faith efforts of the agency to achieve this goal.

“Good faith efforts” should include but not be limited to the following:

- 1) Evidence of a plan adopted by the governing board to meet the recruitment criteria;
- 2) Evidence of recruitment efforts in ethnic newspapers and newspapers of general circulation;
- 3) Evidence or documentation of outreach to local leaders and community groups;
- 4) Outreach to business and professional organizations; and
- 5) Outreach to local colleges and universities.

- b. A formal selection process must be established for board members.
- c. Directors must be provided with training to include such topics as: the history and goals of the organization; information about funding sources and their general expectations; board member responsibilities including fund-raising; copies of bylaws, articles of incorporation, and personnel policies.

## F. **INTERNAL MANAGEMENT**

#### Service Standard

Centers must develop adequate policies and procedures to protect the agency from legal liability.

- 1. Centers must maintain and follow up-to-date bylaws.

2. Centers must maintain up-to-date personnel policies designed to protect the rights of staff and management. These policies must, at a minimum, include grievance procedures for both staff and executive directors; leave policies; work hour and benefit policies; regular staff evaluations, policies for setting salaries and salary increases and policies for nondiscrimination.
3. Centers must maintain functional time sheets and personnel files. Functional time sheets mean records that reflect the actual hours spent on each project according to funding source.
4. Centers must maintain records to substantiate the number of clients served, the number of prevention and educational programs provided and the number of attendees.
5. Centers must have regularly scheduled staff meetings to discuss agency business. This must include, but not be limited to, information about funding sources and national, statewide, and local coalitions for rape crisis centers.
6. Centers must conform to Generally Accepted Accounting Principles (GAAP).

## **CALIFORNIA EVIDENCE CODE**

### **Evidence Code Section 1035 – Victim**

As used in this article, “victim” means a person who consults a sexual assault victim counselor for the purpose of securing advice or assistance concerning a mental, physical, or emotional condition caused by a sexual assault.

### **Evidence Code Section 1035.2 – Sexual Assault Victim Counselor**

As used in this article, “sexual assault victim counselor” means any of the following:

- (a) A person who is engaged in any office, hospital, institution, or center commonly known as a rape crisis center, whose primary purpose is the rendering of advice or assistance to victims of sexual assault and who has received a certificate evidencing completion of a training program in the counseling of sexual assault victims issued by a counseling center that meets the criteria for the award of a grant established pursuant to Section 13837 of the Penal Code and who meets one of the following requirements:
  - (1) Is a psychotherapist as defined in Section 1010; has a master’s degree in counseling or a related field; or has one year of counseling experience, at least six months of which is in rape crisis counseling.
  - (2) Has 40 hours of training as described below and is supervised by an individual who qualifies as a counselor under paragraph (1). The training, supervised by a person qualified under paragraph (1), shall include, but not be limited to, the following areas: law, medicine, societal attitudes, crisis intervention and counseling techniques, role playing, referral services, and sexuality.

### **Evidence Code Section 1035.4 – Confidential Communication Between the Sexual Assault Counselor and the Victim; Disclosure**

As used in this article, “confidential communication between the sexual assault counselor and the victim” means information transmitted between the victim and sexual assault counselor in the course of their relationship and in confidence by a means which, so far as the victim is aware, discloses the information to no third persons other than those who are present to further the interests of the victim in the consultation or those to whom disclosures are reasonably necessary for the transmission of the information or an accomplishment of the purposes for which the sexual assault counselor is consulted. The term includes all information regarding the facts and circumstances involving the alleged sexual assault and also includes all information regarding the victim’s prior or subsequent sexual conduct, and opinions regarding the victim’s sexual conduct or reputation in sexual matters.

The court may compel disclosure of information received by the sexual assault counselor which constitutes relevant evidence of the facts and circumstances involving an alleged sexual assault about which the victim is complaining and which is the subject of a criminal proceeding if the court determines that the probative value outweighs the effect on the victim, the treatment relationship, and the treatment services if disclosure is compelled. The court may also compel disclosure in proceedings related to child abuse if the court determines the probative value outweighs the effect on the victim, the treatment relationship, and the treatment services if disclosure is compelled.

When a court is ruling on a claim of privilege under this article, the court may require the person from whom disclosure is sought or the person authorized to claim the privilege, or both, to disclose the information in chambers out the presence and hearing of all persons except the person authorized to claim the privilege and such other persons as the person authorized to claim the privilege is willing to have present. If the judge determines that the information is privileged and must not be disclosed, neither he, she nor any other person may ever disclose, without the consent of a person authorized to permit disclosure, what was disclosed in the course of the proceedings in chambers. If the court determines certain information shall be disclosed, the court shall so order and inform the defendant. If the court finds there is a reasonable likelihood that particular information is subject to disclosure pursuant to the balancing test provided in this section, the following procedure shall be followed:

- (1) The court shall inform the defendant of the nature of the information, which may be subject to disclosure.
- (2) The court shall order a hearing out of the presence of the jury, if any, and the hearing allow the questioning of the sexual assault counselor regarding the information which the court has determined may be subject to disclosure.
- (3) At the conclusion of the hearing, the court shall rule which items of information, if any, shall be disclosed. The court may make an order stating what evidence may be introduced by the defendant and the nature of questions to be permitted. The defendant may then offer evidence pursuant to the order of the court. Admission of evidence concerning the sexual conduct of the complaining witness is subject to Sections 352, 782, and 1103.

**Evidence Code Section 1035.6 – Holder of the Privilege**

As used in this article, “holder of the privilege” means:

- (a) The victim when such person has no guardian or conservator.
- (b) A guardian or conservator of the victim when the victim has a guardian or conservator.
- (c) The personal representative of the victim if the victim is dead.

**Evidence Code Section 1035.8 – Sexual Assault Victim-Counselor Privilege**

A victim of a sexual assault, whether or not a party, has a privilege to refuse to disclose, and to prevent another from disclosing, a confidential communication between the victim and a sexual assault victim counselor if the privilege is claimed by:

- (a) The holder of the privilege;
- (b) A person who is authorized to claim the privilege by the holder of the privilege; or
- (c) The person who was the sexual assault victim counselor at the time of the confidential communication, but such person may not claim the privilege if there is no holder of the privilege in existence or if he is otherwise instructed by a person authorized to permit disclosure.

**Evidence Code Section 1036 – Claim of Privilege By Sexual Assault Victim Counselor**

The sexual assault victim counselor who received or made a communication subject to the privilege under this article shall claim the privilege whenever he is present when the communication is sought to be disclosed and is authorized to claim the privilege under subdivision (c) Section 1035.8.

**Evidence Code Section 1036.2 – Sexual Assault**

As used in this article, “sexual assault” includes all of the following:

- (a) Rape, as defined in Section 261 of the Penal Code.
- (b) Unlawful sexual intercourse, as defined in Section 261.5 of the Penal Code.
- (c) Rape in concert with force and violence, as defined in Section 264.1 of the Penal Code.
- (d) Rape of a spouse, as defined in Section 262 of the Penal Code.
- (e) Sodomy, as defined in Section 262 of the Penal Code, except a violation of subdivision (e) of that section.
- (f) A violation of Section 288 of the Penal Code.
- (g) Oral copulation, as defined in Section 288a of the Penal Code, except a violation of subdivision (e) of that section.
- (h) Penetration of the genital or anal opening of another person with a foreign object, substance, instrument, or device, as specified in Section 289 of the Penal Code.
- (i) Annoying or molesting a child under 18, as defined in Section 647a of the Penal Code.
- (j) Any attempt to commit any of the above acts.

## **CALIFORNIA PENAL CODE**

### **Penal Code Section 13836 – Advisory Committee; Duties; Sex Crime Prosecution Units**

The Office of Criminal Justice Planning shall establish an advisory committee, which shall develop a course of training for district attorneys in the investigation and prosecution of sexual assault cases, child sexual exploitation cases, and child sexual abuse cases and shall approve grants awarded pursuant to Section 13837. The courses shall include training in the unique emotional trauma experienced by victims of these crimes.

It is the intent of the Legislature in the enactment of this chapter to encourage the establishment of sex crime prosecution units, which shall include, but not be limited to, child sexual exploitation and child sexual abuse cases, in district attorneys' offices throughout the state.

### **Penal Code Section 13836.1 – Members of Advisory Committee; Compensation; Expenses**

Such committee shall consist of 11 members. Five shall be appointed by the executive director of the Office of Criminal Justice Planning, and shall include three district attorneys or assistant or deputy district attorneys, one representative of a city police department or a sheriff or a representative of a sheriff's department, and one public defender or assistant or deputy public defender of a county. Six shall be public members appointed by the Commission on the Status of Women, and shall include one representative of a rape crisis center, and one medical professional experienced in dealing with sexual assault trauma victims. The committee members shall represent the points of view of diverse ethnic and language groups.

Members of the committee shall receive no compensation for their services but shall be reimbursed for their expenses actually and necessarily incurred by them in the performance of their duties. Staff support for the committee shall be provided by the Office of Criminal Justice Planning.

### **Penal Code Section 13837 – Grants; Standards or Services; Utilization for Expansion of Program; Reports**

The Office of Criminal Justice Planning shall provide grants to proposed and existing local rape, child sexual exploitation, and child sexual abuse victim counseling centers and prevention programs. Grant recipients shall provide appropriate in-person counseling and referral services during normal business hours, and maintain other standards or services which shall provide a 24-hour telephone counseling service for sex crime victims. The advisory committee shall identify the criteria to be utilized in awarding the grants provided by this chapter before any funds are allocated.

In order to be eligible for funding pursuant to this chapter, the centers shall demonstrate an ability to receive and make use of any funds available from governmental, voluntary, philanthropic, or other source that may be used to augment any state funds appropriated for purposes of this chapter. Each center receiving funds pursuant to this chapter shall make every attempt to qualify for any available federal funding.

State funds provided to establish centers shall be utilized when possible, as determined by the advisory committee, to expand the program and shall not be expended to reduce fiscal support from other public or private sources. The centers shall maintain quarterly and final fiscal reports in a form to be prescribed by the administering agency. In granting funds, the advisory committee shall give priority to centers that are operated in close proximity to medical treatment facilities.

**OBJECTIVES – FY 2005/06**

12-month grant period

**ACTIVITIES**

- |  |                         |
|--|-------------------------|
| 1. To provide Crisis Intervention services to _____ sexual assault victims from 7/1/05 through 6/30/06, compared to _____ from 10/1/04 through 6/30/05.  | 1.1<br>1.2<br>1.3, etc. |
| 2. To provide Follow-Up services to _____ sexual assault victims from 7/1/05 through 6/30/06, compared to _____ from 10/1/04 through 6/30/05.            | 2.1<br>2.2<br>2.3, etc. |
| 3. To provide In-Person Counseling services to _____ sexual assault victims from 7/1/05 through 6/30/06, compared to _____ from 10/1/04 through 6/30/05. | 3.1<br>3.2<br>3.3, etc. |
| 4. To provide Accompaniment services to _____ sexual assault victims from 7/1/05 through 6/30/06, compared to _____ from 10/1/04 through 6/30/05.        | 4.1<br>4.2<br>4.3, etc. |
| 5. To provide Advocacy services to _____ sexual assault victims from 7/1/05 through 6/30/06, compared to _____ from 10/1/04 through 6/30/05.             | 5.1<br>5.2<br>5.3, etc. |
| 6. To provide _____ Community Education Programs to _____ attendees from 7/1/05 through 6/30/06, compared to _____ / _____ from 10/1/04 through 6/30/05. | 6.1<br>6.2<br>6.3, etc. |



**GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
CRIMINAL JUSTICE PROGRAMS DIVISION  
RAPE CRISIS PROGRAM (2005/06)  
REQUEST FOR APPLICATION**

**PART III – FORMS  
CHECKLIST AND REQUIRED SEQUENCE**

This checklist is provided to assist the applicant in ensuring that a complete application is submitted.

- ☐ APPLICATION COVER SHEET
- ☐ GRANT AWARD FACE SHEET - Signed by official authorized to enter into Grant Award Agreement.
- ☐ CERTIFICATE OF ASSURANCE OF COMPLIANCE  
See "Part IV: Additional Information, subsection B.2. Finalizing the Grant Award Agreement."
- ☐ PROJECT SERVICE AREA INFORMATION Form
- ☐ PROJECT NARRATIVE - Plan
  - Objectives and Activities
  - Human Relations Training
  - Volunteer Use Narrative
- ☐ PROJECT BUDGET
  - Budget Forms – Forms A303a, A303b, A303c
- ☐ APPLICATION APPENDIX – Required
  - Documentation of Nonprofit Status, if applicable
  - Project Summary Form (*Programmatic Instructions*)
  - Organization Chart (*Programmatic Instructions*)
  - Operational Agreement Summary Form (*Part II, A. 2.b*)
  - Operational Agreements - Accompaniment, Advocacy, Counseling, if applicable (*II, A. 2.b.2*) .
  - Project Contact Information
- ☐ Appendix – Optional
  - Additional Signature Authorization (*Application Forms*)
  - Computer Purchase Procedures (*Application Forms; Grant Recipient Handbook, Section 2340*)
  - Emergency Fund Procedures (*Application Forms; Grant Recipient Handbook, Section 2235*)
  - Out-of-State Travel Request (*Grant Recipient Handbook, Section 2236*)
  - Sole/Single Source Justification – Contracts for Services Checklist
  - Certification for Advance of Grant Funds (Form 202) (*Grant Recipient Handbook, Section 6311, Appendix F*) – **Must be accompanied with a completed Form 201.**
  - Request to Submit Quarterly Reports of Expenditures and Request for Funds – CBOs only (*Grant Recipient Handbook, Section 6320, Appendix G*)
- ☐ Submit Bond Requirement (*Grant Recipient Handbook, Section 2160*) within 60 days of Signed Grant Award



CRIMINAL JUSTICE PROGRAMS DIVISION  
**GOVERNOR'S OFFICE OF EMERGENCY SERVICES**  
P.O. BOX 419047  
RANCHO CORDOVA, CALIFORNIA 95741-9047  
**(916) 324-9100**  
FAX: 327-5674



## **APPLICATION COVER SHEET**

### **RFA PROCESS**

### **RAPE CRISIS PROGRAM**

**Deliver to Sexual Assault Section**

Submitted by:

(Place name, address, and phone number of applicant here.)

## GRANT AWARD FACE SHEET INSTRUCTIONS

1. **Administrative Agency**  
Enter the complete name of the unit of government applying for funding (e.g., Alameda County, City of Fresno), also referred to as the "grantee."
2. **Implementing Agency**  
Enter the complete name of the agency responsible for the day-to-day operation of the grant (e.g., Sheriff, Police Department), and the contact person's name, address, and phone number. Include an e-mail address, if you have one.
3. **Project Title**  
Enter the complete title of the project. Do not use acronyms. Do not exceed 60 characters, including spaces and punctuation.
4. **Project Director**  
Enter the name, title, mailing address, and telephone number of the individual ultimately responsible for the project. This information must be limited to four lines.
5. **Financial Officer**  
Enter the name, title, mailing address, and telephone number of the person who will be responsible for all fiscal matters relating to the project. This person must be someone other than the project director. The reimbursement check for this project will be mailed to the address shown for the financial officer. This information must be limited to four lines.
6. **Award Number**  
Leave blank (to be completed by OES).
7. **Grant Period**  
Enter beginning and ending dates of funding as specified in the grant application instructions.
8. **Federal Amount**  
If applicable, enter the amount of federal funds requested for the project. The amount must be consistent with the proposed budget. If not applicable, enter N/A.
9. **State Amount**  
If applicable, enter the amount of state funds requested for the project. If not applicable, enter N/A.
10. **Cash Match**  
If applicable, enter the amount of cash match. The amount must be consistent with the proposed budget. If not applicable, enter N/A.
11. **In-Kind Match**  
If applicable, enter the amount of in-kind match. The amount must be consistent with the proposed budget. If not applicable, enter N/A.
12. **Total Project Cost**  
Enter the sum of items 8, 9, 10, and 11. The amount must be consistent with the proposed budget.
13. **Official Authorized to Sign for Applicant/Grantee**  
Enter the signature, name, title, address, and telephone number of the official authorized to enter into the Grant Award Agreement for the city/county or community-based organization, as stated in the language between items 12 and 13 of the Grant Award Face Sheet (Form A301).  
**Provide an original signature of the authorized official in blue ink.**

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
CRIMINAL JUSTICE PROGRAMS DIVISION**

**GRANT AWARD FACE SHEET (Form A301)**

The Governor's Office of Emergency Services, hereafter designated OES, hereby makes a grant award of funds to the following **Administrative Agency (1)** \_\_\_\_\_  
hereafter designated Grantee, in the amount and for the purpose and duration set forth in this grant award.

**(2) Implementing Agency Name** \_\_\_\_\_

**Contact** \_\_\_\_\_ **Address** \_\_\_\_\_

**E-mail address** \_\_\_\_\_ **Telephone (     )** \_\_\_\_\_

<b>(3) Project Title</b> (60 characters maximum)	<b>(6) Award No.</b>		
<b>(4) Project Director</b> (Name, Title, Address, Telephone) (five lines maximum)	<b>(7) Grant Period</b>		
	<b>(8) Federal Amount</b>	<b>VOCA</b>	<b>VAWA</b>
			<b>Total</b>
	<b>(9) State Amount</b>		
<b>(5) Financial Officer</b> (Name, Title, Address, Telephone) (five lines maximum)	<b>(10) Cash Match</b>		
	<b>(11) In-Kind Match</b>		
	<b>(12) Total Project Cost</b>		

This grant award consists of this title page, the application for the grant which is attached and made a part hereof, and the Assurance of Compliance forms which are being submitted. I hereby certify that: (1) I am vested with authority to, and have the approval of the City/County Financial Officer, City Manager, or Governing Board Chair, enter into this grant award agreement; and (2) all funds received pursuant to this agreement will be spent exclusively on the purposes specified. The grant recipient signifies acceptance of this grant award and agrees to administer the grant project in accordance with the statute(s), the Program Guidelines, the *Grant Recipient Handbook*, and the OES audit requirements, as stated in this RFP or RFA. The grant recipient further agrees to all legal conditions and terms incorporated by reference in this RFP or RFA.

<p style="text-align: center;"><b><u>FOR OES USE ONLY</u></b></p> <p>Item: _____</p> <p>Chapter: _____</p> <p>PCA No.: _____</p> <p>Components No.: _____</p> <p>Project No.: _____</p> <p>Amount: _____</p> <p>Split Fund: _____</p> <p>Split Encumber: _____</p> <p>Year: _____</p> <p>Fed. Cat. #: _____</p> <p>Match Requirement: _____</p> <p>Fund: _____</p> <p>Program: _____</p> <p>Region: _____</p>	<p><b>(13) Official Authorized to Sign for Applicant/Grant Recipient</b></p> <p>Signature: _____</p> <p>Name: _____</p> <p>Title: _____</p> <p>Address: _____</p> <p>Telephone: (     ) _____</p> <p>E-mail _____ Date: _____</p> <p>=====</p> <p style="text-align: center;"><b>For OES Only</b></p> <p>I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purposes of this expenditure stated above.</p> <table style="width: 100%;"><tr><td style="width: 50%;">OES Fiscal Officer</td><td style="width: 50%;">Date</td></tr><tr><td> </td><td> </td></tr><tr><td>OES Executive Director</td><td>Date</td></tr><tr><td> </td><td> </td></tr></table>	OES Fiscal Officer	Date			OES Executive Director	Date		
OES Fiscal Officer	Date								
OES Executive Director	Date								

## **PROJECT SERVICE AREA INFORMATION**

1. COUNTY OR COUNTIES SERVED: Enter the name(s) of the county or counties served by the project. Put an asterisk where the project's principal office is located.
  
2. U.S. CONGRESSIONAL DISTRICT(S): Enter the number(s) of the U.S. Congressional District(s) that the project serves. Put an asterisk for the district where the project's principal office is located.
  
3. STATE ASSEMBLY DISTRICT(S): Enter the number(s) of the State Assembly District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.
  
4. STATE SENATE DISTRICT(S): Enter the number(s) of the State Senate District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.
  
5. POPULATION OF SERVICE AREA: Enter the total population of the area served by the project.

## **PROJECT CONTACT INSTRUCTIONS**

Provide the name, title, address, telephone number, fax number and e-mail address for:

1. The person having day-to-day responsibility for the project.
2. The person to whom the person listed in #1 is accountable.
3. The Chief Executive of the implementing agency.
4. The Financial Officer for the project.
5. The Project Director of the project.
6. The Chair of the Governing Body of the implementing agency.

## PROJECT CONTACT INFORMATION

Applicant: \_\_\_\_\_ Grant Number \_\_\_\_\_  
(FOR OES USE ONLY)

Provide the name, title, address, telephone number, and e-mail address for the project contact persons named below. **If a section does not apply to your project, enter "N/A."**

1. The **person** having **day-to-day responsibility** for the project:

Name:	Title:	
Address:	City:	Zip:
Telephone Number: ( )	Fax Number: ( )	
E-Mail Address:		

2. The **person** to whom the person listed in **#1 is accountable**:

Name:	Title:	
Address:	City:	Zip:
Telephone Number: ( )	Fax Number: ( )	
E-Mail Address:		

3. The **executive director** of a nonprofit organization or the **chief executive officer** (e.g., chief of police, superintendent of schools) of the implementing agency:

Name:	Title:	
Address:	City:	Zip:
Telephone Number: ( )	Fax Number: ( )	
E-Mail Address:		

4. The **financial officer** for the project:

Name:	Title:	
Address:	City:	Zip:
Telephone Number: ( )	Fax Number: ( )	
E-Mail Address:		

5. The **project director** for the project:

Name:	Title:	
Address:	City:	Zip:
Telephone Number: ( )	Fax Number: ( )	
E-Mail Address:		

6. The **chair** of the **governing body** of the implementing agency: *(Provide address and telephone number other than that of the implementing agency.)*

Name:	Title:	
Address:	City:	Zip:
Telephone Number: ( )	Fax Number: ( )	
E-Mail Address:		

## CERTIFICATION OF ASSURANCE OF COMPLIANCE

I, \_\_\_\_\_, hereby certify that:  
(official authorized to sign grant award; same person as line 13 on Grant Award Face Sheet)

GRANTEE: \_\_\_\_\_

IMPLEMENTING AGENCY: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

is responsible for reviewing the *Grant Recipient Handbook*<sup>1</sup> and adhering to all of the Grant Award Agreement requirements (state and/or federal) as directed by OES including, but not limited to, the following areas:

### I. Equal Employment Opportunity – (*Grant Recipient Handbook Section 2151*)

It is the public policy of the State of California to promote equal employment opportunity by prohibiting discrimination or harassment in employment because of race, religious creed, color, national origin, ancestry, disability (mental and physical) including HIV and AIDS, medical condition (cancer and genetic characteristics), marital status, sex, sexual orientation, denial of family medical care leave, denial of pregnancy disability leave, or age (over 40). **OES- funded projects certify that they will comply with all state and federal requirements regarding equal employment opportunity, nondiscrimination and civil rights.**

Please provide the following information:

Affirmative Action Officer: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### II. Drug-Free Workplace Act of 1990 – (*Grant Recipient Handbook Section 2152*)

The State of California requires that every person or organization awarded a grant or contract shall certify it will provide a drug free workplace.

### III. California Environmental Quality Act (CEQA) – (*Grant Recipient Handbook Section 2153*)

The State of California requires all OES-funded projects to obtain written certification that the project is not impacting the environment negatively.

<sup>1</sup> The *Grant Recipient Handbook* can be obtained from [www.oes.ca.gov](http://www.oes.ca.gov). Applicant can select “Plans and Publications, 2004 Recipient Handbook - CJPDP” to access the *Grant Recipient Handbook*.



#### **IV. Lobbying – (*Grant Recipient Handbook Section 2154*)**

OES grant funds, grant property, or grant funded positions shall not be used for any lobbying activities, including, but not limited to, being paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.

#### **V. Debarment and Suspension – (*Grant Recipient Handbook Section 2155*)**

*(This applies to federally funded grants only.)*

OES-funded projects must certify that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department of agency.

#### **VI. Proof of Authority from City Council/Governing Board**

The above-named organization (applicant) accepts responsibility for and will comply with the requirement to obtain written authorization from the city council/governing board in support of this program. The applicant agrees to provide all matching funds required for said project (including any amendment thereof) under the Program and the funding terms and conditions of OES, and that any cash match will be appropriated as required. It is agreed that any liability arising out of the performance of this Grant Award Agreement, including civil court actions for damages, shall be the responsibility of the grant recipient and the authorizing agency. The State of California and OES disclaim responsibility of any such liability. Furthermore, it is also agreed that grant funds received from OES shall not be used to supplant expenditures controlled by the city council/governing board.

The applicant is required to obtain written authorization from the city council/governing board that the official executing this agreement is, in fact, authorized to do so. The applicant is also required to maintain said written authorization on file and readily available upon demand.

All appropriate documentation must be maintained on file by the project and available for OES or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the recipient may be ineligible for award of any future grants if the OES determines that any of the following has occurred: (1) the recipient has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

### CERTIFICATION

I, the official named below, am the same individual authorized to sign the Grant Award Agreement [line 13 on Grant Award Face Sheet], and hereby swear that I am duly authorized legally to bind the contractor or grant recipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

Authorized Official's Signature: \_\_\_\_\_

Authorized Official's Typed Name: \_\_\_\_\_

Authorized Official's Title: \_\_\_\_\_

Date Executed: \_\_\_\_\_

Federal ID Number: \_\_\_\_\_

Executed in the City/County of: \_\_\_\_\_

### AUTHORIZED BY: (Not Applicable to State Agencies)

- City/County Financial Officer
- City Manager
- Governing Board Chair

Signature: \_\_\_\_\_

Typed Name: \_\_\_\_\_

Title: \_\_\_\_\_

## **THE PROJECT NARRATIVE**

**GOES HERE**

No standard forms are provided for the Project Narrative.

See Instructions in Part II of this RFA for details.

**THE PROJECT BUDGET  
GOES HERE**

See Instructions in Part II of this RFA for details.

BUDGET CATEGORY AND LINE ITEM DETAIL					
A. Personal Services – Salaries/Employee Benefits	STATE	VOCA	VOCA MATCH	VAWA	TOTAL
<b>TOTAL</b>					

[illegible]

Form-A303b

[illegible]

## **THE APPLICATION APPENDIX**

**GOES HERE**

See Instructions in Part II of this RFA for details.



## PROJECT SUMMARY

**1. Applicant/Grantee Name** \_\_\_\_\_

**2. Grant Award Amount** \$

### 3. Demographics of Service Area:

	<u>Numbers</u>	<u>% of Population</u>		<u>Numbers</u>	<u>% of Population</u>
White			Asian		
African			Nat. Hawaiian/ Pacific Islander		
American			American Indian/ Alaska Native		
Hispanic/ Latino			Unknown		
Other			<b>TOTAL</b>		

**4. Demographic Description of RC Project Staff, not only those funded by this OES Rape Crisis Grant:**

	<u>White</u>	<u>African American</u>	<u>Hispanic/ Latino</u>	<u>Asian</u>	<u>Nat.Hawaiian / Pac. Isl</u>	<u>Am. Indian/ Alaska Native</u>	<u>TOTAL</u>
Staff .....							
Board .....							
Volunteers.....							

#### 5. Forcible Rape Reported To Local Law Enforcement Agencies:

[illegible]

6. **Office Hours:** \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m. Days: M Tu W TH F Sa Su (circle)  
 \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m. Days: M Tu W TH F Sa Su (circle)

7. Crisis Line Number(s): \_\_\_\_\_

8. Calculate the Full Time Equivalent (FTE) staff paid for by this grant .....  
e.g.: 0.5 FTE + 0.75 FTE + 1.0 FTE may be 3 people, but is equal to 2.25 FTE

9. Enter the FTEs of volunteers providing direct services to sexual assault clients .....  
One FTE is 2,080 hours (40 hours/week x 52 weeks = 2,080 hours).  
Determine the total volunteer hours and divide by 2,080 hours for the number of Volunteer FTEs.

## OPERATIONAL AGREEMENT SUMMARY FORM

(Maximum 3 year Operational Agreements)

[illegible]

## **SAMPLE OPERATIONAL AGREEMENT**

This Operational Agreement stands as evidence that the (applicant agency) and the (agency) intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in (jurisdiction). Both agencies believe that implementation of the (program) proposal, as described herein, will further this goal. To this end, each agency agrees to participate in the program, if selected for funding, by coordinating/providing the following services:

The (applicant agency) project will closely coordinate the following services with the (agency) through:

- Project staff being readily available to (agency) for service provision through (describe arrangements with the agency);
- Regularly scheduled meetings (how often) between (persons/positions) to discuss strategies, timetables and implementation of mandated services.

\* Specifically:

\* List specific activities that will be undertaken between the two agencies or other specifics of the agreement.

We, the undersigned, as authorized representatives of (applicant agency) and (agency), do hereby approve this document.

For \_\_\_\_\_

For \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

## **ADDITIONAL SIGNATURE AUTHORIZATION INSTRUCTIONS**

Applicant may request signature authority in addition to the designated Project Director and/or Financial Officer by completing an Additional Signature Authority form and submitting it with the Grant Award Forms package. Space is provided for the addition of up to five (5) additional authorizations for the Project Director or Financial Officer.

No single individual may be authorized to sign for both the Project Director and the Financial Officer. **By signing the bottom of this form, the Project Director and/or Financial Officer authorize the person(s) identified on the form to act on their behalf on all grant-related matters.**

## ADDITIONAL SIGNATURE AUTHORIZATION

Grant Award #: \_\_\_\_\_

Applicant: \_\_\_\_\_

Project Title: \_\_\_\_\_

Grant Period: \_\_\_\_\_ to \_\_\_\_\_

The following persons are authorized to sign for:

### Project Director

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

### Financial Officer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

---

### Approved By:

Project Director: \_\_\_\_\_

\_\_\_\_\_  
Date

Financial Officer: \_\_\_\_\_

\_\_\_\_\_  
Date

Regional/Local  
Planning Director: \_\_\_\_\_

\_\_\_\_\_  
Date

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
CRIMINAL JUSTICE PROGRAMS DIVISION**

**COMPUTER AND AUTOMATED SYSTEMS  
PURCHASE JUSTIFICATION GUIDELINES**

As stated in the *Grant Recipient Handbook*, approval for purchases of computers and automated equipment is contingent on the project's ability to demonstrate cost effective, project-related need. This is best demonstrated by clearly relating each computer system or component to the grant objectives and activities.

- A. Please answer the following questions. Attach as many pages as necessary to fully answer each question.
1. What is your agency's purpose for the proposed system? Include a description of the items to be purchased and how they will be used. Also, explain how the proposed equipment and/or software will enhance the project's ability to achieve the objectives/activities of the project as specified in the Grant Award Agreement.
- B. If the request is for hardware and software in which the total costs exceed \$10,000, answer the following questions:
1. Describe the proposed design of your system and indicate whether this is a new system or an addition/enhancement of an existing one. In your description please be specific as to type and location of hardware/software and how the system will be operated and maintained.
  2. Will the proposed system design meet not only your current, but future needs? Describe in detail.
  3. Does the proposed system integrate with others within the agency? Explain both yes and no responses in detail.
  4. Do you plan on integrating this system with existing city, county, regional or statewide networks? Explain both yes or no responses in detail.
  5. For criminal justice agencies, does the proposed system meet the minimum requirements of the Statewide Integrated Narcotics System (SINS)? Contact OES for additional information regarding SINS requirements.
  6. Does the proposed system include intelligence data subject to *28 CFR Part 23* (2003)? Contact California Department of Justice at (916) 263-1182, Western States Information Network regarding these requirements and have them sign the certification of compliance.

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
CRIMINAL JUSTICE PROGRAMS DIVISION  
  
EMERGENCY FUND PROCEDURES**

---

RECIPIENT NAME

---

GRANT NUMBER

In order for a project to develop an emergency fund with grant funds, certain criteria must be maintained. "Emergency" is defined as any immediate financial intervention in response to a victim's basic needs such as: temporary emergency shelter, food, transportation, clothing, and medical care including prescription medicine, eyeglasses, or dentures.

Because of the nature of the fund, it needs to be easily accessible. It is also necessary, however, that some safeguards and accountability of the fund be maintained. For effective management and audit purposes, the following procedures must be maintained:

1. The emergency fund and regular grant allocation must be kept separate, each with their own accounts.
2. Vouchers, receipts, and canceled checks must be maintained for audit purposes.
3. The authority to make payments from the emergency fund rests with the Chief Executive of the agency. Authority to draw on the emergency fund has been delegated by the Chief Executive to \_\_\_\_\_. In order to be valid, checks must require a counter signature. OES will be notified in writing of any changes in responsibility within ten days of the change.
4. If an imprest cash fund is used, the name, address and signature of the recipient will be maintained, as well as the date, amount and reason for the request.
5. Grant funds will not be commingled with other emergency monies.
6. As checks are drawn against the fund, a copy will be sent to the person in charge of the project's accounting.
7. This fund will be used only in the absence of another community resource, and only in the case of an emergency.
8. Verification of the crime will be made with local law enforcement. A copy of the crime report or verification slip will be kept on file.
9. Payments will be limited to payment for goods or services. A credit system, in lieu of cash payment, will be explored with local merchants. Direct cash allotments will be limited to no more than \$\_\_\_\_\_ per individual. Victims are not eligible to draw on the emergency fund for more than \_\_\_\_\_ crime incidents per year.
10. Records will reflect whether the emergency money is considered a loan and full or partial repayment is expected, or whether the money is an outright gift. Any repayments will be considered project income and must be used to reimburse the emergency fund.

## **NONCOMPETITIVE BID REQUEST CONTRACTS FOR SERVICES CHECKLIST**

Has the applicant/grantee met the following requirements of the *Grant Recipient Handbook*:

### **Section 3511**

**Yes**

**No**

Do conditions exist that require a sole/single-source contract?

☐☐

### **Section 3521.1**

Is a brief description of the program or project included?

☐☐

### **Section 3521.2**

Was it necessary to contract noncompetitively?

☐☐

Did the contractor submit his/her qualifications?

☐☐

Is the reasonableness of the cost justified?

☐☐

Were cost comparisons made with differences noted for similar services?

☐☐

### **Section 3521.3**

Is an explanation provided for the uniqueness of the contract?

☐☐

### **Section 3521.4**

Are there time constraints impacting the project?

☐☐

Is a justification provided regarding the need for contract?

☐☐

Were comparisons made to identify the time required for another contractor to reach the same level of competence?

☐☐



## **NONCOMPETITIVE BID REQUEST CONTRACTS FOR GOODS CHECKLIST**

Has the applicant/recipient met the following requirements of the *Grant Recipient Handbook*:

### **Section 3510**

**Yes**

**No**

Do conditions exist that require a sole/single-source contract?

☐☐

### **Section 3521.1**

Is a brief description of the program or project included?

☐☐

### **Section 3521.2**

Was it necessary to contract noncompetitively?

☐☐

Did the contractor submit his/her qualifications?

☐☐

Is the reasonableness of the cost justified?

☐☐

Were cost comparisons made with differences noted for similar services?

☐☐

Is a justification provided regarding the need for contract?

☐☐

### **Section 3521.3**

Is an explanation provided for the uniqueness of the contract?

☐☐

### **Section 3521.4**

Are there time constraints impacting the project?

☐☐

Were comparisons made to identify the time required for another contractor to reach the same level of competence?

☐☐

**SAMPLE INFORMER RECEIPT**

For and in consideration of the sale and delivery to the State, County or City of \_\_\_\_\_  
of information or evidence identified as follows: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I hereby acknowledge receipt of \$ \_\_\_\_\_

\_\_\_\_\_

(numerical and word amount entered by payee) paid to me by the State, County, City of \_\_\_\_\_  
on \_\_\_\_\_ (date).

Payee: \_\_\_\_\_  
(Signature)

Case Agent/Officer: \_\_\_\_\_  
(Signature)

Witness: \_\_\_\_\_  
(Signature)

Case or Reference: \_\_\_\_\_

OES 652